

Directions for B-3 Transition Evaluations for Part B

Indicator 12 information for the State Performance Plan is collected for all students being served in the Part C (B-3) program and now being evaluated for continued eligibility into Part B (3-5).

Do Report Students:	Do Not Report Students:
<ul style="list-style-type: none"> • If a student received Part C services and is being evaluated to determine continued eligibility into Part B. • If a student whose birthday and/or eligibility meeting occurred between July 1st and June 30th of the reporting period. (Birthdates may fall outside of reporting period in some cases). • If a student was evaluated by outside evaluators. • If a student moved during the evaluation process. • If a student moves into your district from another district or state who requires additional evaluations to determine S.D. eligibility. • If you receive permission to evaluate. 	<ul style="list-style-type: none"> • If it is an initial referral for Birth to 3 services NOT Part B. • If it is an initial referrals for Part B services for students age 3-21 (student did not receive B-3 Services). • If a student moves from another district or state and does not require additional evaluations to determine S.D. eligibility. • Permission is not obtained

SUBMISSION: Student transition testing information must be manually entered into Launchpad (it is recommended that you do this periodically throughout the year so that you do not get back logged or miss any students).

1. Indicator 12 data collection is completed for each fiscal year beginning July 1st and ending June 30th. A compiled district transition evaluation list must be entered manually (spreadsheets are no longer accepted) in Launchpad no later than September 1st of each reporting year.
2. All transition evaluation data must be entered in Launchpad and signed off by September 1st each year. You must upload a copy of your most current school calendar for each reporting year. If the calendar for

transition, preschool age students, is different than the one submitted for Indicator 11, please submit the one used for Indicator 12 count.

3. It is imperative that you note **snow days and/or other non-school days** to ensure accuracy. This can simply be marked on your calendar or indicated and uploaded on another sheet.
4. Directions for entering student information into Launchpad are located on our SPP webpage under Indicator 11 and 12:
<http://www.doe.sd.gov/oess/sped-SPP.aspx>.

NOTE: Spreadsheets are still available on our website for tracking purposes ONLY. They cannot be unloaded.

Things to Consider when Reporting "B-3 transition evals for Part B"

1. Indicator 12 is for those students who are:
 - i. On an IFSP
 - ii. In the Part C program and
 - iii. Being evaluated for continued eligibility into the Part B program
2. Transition planning must begin at least 90 days and not more than nine months before the child may be eligible for the preschool program under Part B.
3. Students who are 3+ years old and referred for an initial evaluation directly to Part B services (never placed on an IFSP) should be reported on Indicator 11 Initial Evaluation 3-21.
4. When entering information into Launchpad you must enter each student's Identification Number. This is their SIMS number (if one has been assigned). Otherwise enter "DOB+ student initials".
5. When recording the date permission was received: *This should reflect the date the school received permission **in hand**. This may include during Parent Teacher Conferences or even on a Saturday.* If this date is not recorded on the consent form, the district must then use the date the parent signed consent. **These instances count as day 1.**
6. A Part B parental prior written notice for consent must be obtained for all students who are on an IFSP and referred for a Part B evaluation.
 - a. A Part B parental prior written notice for consent must be obtained if the district is "pulling scores forward" to assist in determining Part B eligibility.
6. The last evaluation date must include skill-based evaluations.
7. Counting 25 School Days:
 - Transition evaluations follow the Part B 25 school day timeline requirements: If a student is not enrolled in preschool or the evaluation occurs during the summer, the district should count school or week days the student was tested.
 - Record the number of school days between the date permission was received and the date the last evaluation was completed.

- Use your school calendar to calculate this information.
 1. Only count days in which students are in attendance.
 2. Do not include vacation days, weekends, teacher workdays, or days on which school was cancelled for the entire day. (Exception – if parent dates a questionnaire on one of these days).
 3. **Do include** make-up days and half days.
- Evaluations are required to be completed within 25 school days, if the 25 school days is exceeded, you must indicate the reason.
- Permission to extend the timeline may be given from the parents by signing an extension on the prior notice.
 1. This will not be counted against the district if this agreed upon timeline is met.
 2. The school days to complete the evaluation must be recorded and the reason.
 3. In Launchpad, indicate that a prior notice to extend was given using the dropdown and then provide a reason why the extension was needed using the “Other” box. You may also use this column to explain additional information if needed.
- 8. If a child moves during the testing process or eligibility could not be determined, you still report the information for which you have.
- 9. Eligibility and IEP developed must happen prior to the child’s 3rd birthday. However, the effective IEP Date **CANNOT** be prior to the child’s 3rd birthday.

Detailed directions on how to enter initial evaluations in Launchpad can be found on our SPP webpage: <http://www.doe.sd.gov/oess/sped-SPP.aspx>.

How to record students not completed during the fiscal year:

Permission Received	Eligibility Determined	Year Recorded for Indicator 12
Prior to July 1, 2017	Prior to July 1, 2017	2016-2017 (last year’s report)
Prior to July 1, 2017	After July 1, 2017	2017-2018 (this year’s report)
Prior to July 1, 2018	After July, 1, 2018	2018-2019 (next year’s report)

If you find you have a student that should have been reported the previous year, please contact Elizabeth.Jehangiri@state.sd.us as soon as possible.

If you have any questions, please contact Elizabeth.Jehangiri@state.sd.us or call 605-295-3536